

**Department of Health Professions**  
**Summer Wage Positions**  
**2/12/18 – 3/16/18**

**Program Description:** The summer job program at the Department of Health Professions (DHP) provides an opportunity to spend a summer working side-by-side with incredibly knowledgeable staff in an environment devoted to protecting the public. Our mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice and providing information to health care practitioners and the public. DHP consists of over 240 licensing/discipline specialists, investigators, inspectors, legal and administrative professionals working at its headquarters in Henrico, Virginia and throughout the Commonwealth. This summer job program will cover a period of 10 weeks, starting June 10, 2018 through August 17, 2018. DHP sponsors a wide range of opportunities including research and policy development, data analytics and digital communications. DHP is currently recruiting for four interns this summer:

1. The Board of Nursing is seeking two candidates for the summer job program.
  - (1) An undergraduate student majoring in nursing, criminal justice, public health care administration or pursuing a health, science or justice related degree to work with licensing and education staff. Projects may include create and maintain physical and electronic licensure and education files; enter data to agency licensure database; research nurse practitioner licensure records for licensure specialty category information; assist with various administrative support duties.

<http://virginiajobs.peopleadmin.com/postings/102071>

- (2) An undergraduate student to work with discipline staff. The successful candidates should be proficient in the use of Microsoft Office Products (Word, Excel, Outlook, and PowerPoint) and the ability to handle confidential records and sensitive information. Projects may include create and maintain physical and electronic disciplinary case files; enter receipt of files, reports and evidence in agency database; assist with preparation and execution of disciplinary related meetings; assist with various administrative support duties.

<http://virginiajobs.peopleadmin.com/postings/102078>

2. The Enforcement Division is seeking an undergraduate student studying criminal justice, government/political science, public administration, or health care administration. The successful candidate will require research skills, writing skills, organizational skills and computer skills (including Adobe). Projects may include research best practices in investigations of excessive prescribing; research best practices concerning handling of physical evidence; review of manuals, protocols, and convert manual to

electronic format; assist Inspections Manager with revision of inspection forms to electronic formats and development of system to track new inspections; assist Fleet Manager with development of tracking system to monitor vehicle use; assist with tracking analysis of quality survey results; assist with various administrative support duties.

<http://virginiajobs.peopleadmin.com/postings/102082>

3. The Communications Division is seeking a third or fourth year undergraduate student enrolled in mass communications, journalism, English, Humanities or PR degree. The successful candidate will require digital communications, writing and production skills who is also interested in media relations. An interest in the healthcare workforce is encouraged. Projects may include agency-wide digital communications including technical production, layout and design.

<http://virginiajobs.peopleadmin.com/postings/102103>

**Eligibility:** The DHP Summer Wage Job Program is for undergraduate students currently enrolled in an accredited college or university with a minimum 3.0 GPA who are at least eighteen years of age at the time they begin the program. To be eligible, candidates must be either U.S. citizens or permanent residents. A transcript will be required for selected candidates.

**Compensation:** This is a paid summer wage position, with participants working approximately 30 hours a week earning \$11.00 per hour.

**Application Process:** Prospective candidates must submit a complete application packet by March 16, 2018. A complete application packet includes:

- a curriculum vitae or résumé
- a completed state application
- a cover letter describing your interests and career goals
- transcript

**Selection:** The DHP Summer Wage Job Program is highly competitive. Applications will be reviewed thoroughly and selections will be based on the quality of the complete application packet. Prospective candidates may be interviewed either in-person, over the phone or via Skype. Candidates may be required to undergo a writing work sample. Selected candidates will be informed of their selection by the hiring manager, generally in April. Selected candidates will be required to complete an I-9 form and provide documentation of identity for employment purposes.